



North Carolina Museum of History Internship Application

all fields must be completed for consideration or indicate "N/A"

PERSONAL INFORMATION

Name: _____
Last First Middle Initial

Pronouns: _____

Permanent Address: _____
Street Address City State Zip

Current Address: _____
Street Address City State Zip

Phone: (____) _____ (____) _____
Day Evening

Email: _____

Birthday: _____

EDUCATION

Current school _____ Year(s) completed 1 2 3 4

Anticipated graduation date: _____ Degree/Major: _____

List all previous institutions of higher learning attended:

School _____ Year(s) completed 1 2 3 4 Did you graduate? Yes No

Date of graduation _____ Degree/Major _____

School _____ Year completed 1 2 3 4 Did you graduate? Yes No

Date of graduation _____ Degree/Major _____

Other special skills/knowledge or relevant coursework: _____

INTEREST AND AVAILABILITY

Please specify internship program: ☐ Spring ☐ Summer ☐ Fall ☐ Other

Will you have a minimum number of hours to complete? ☐ No ☐ Yes

If yes, how many hours? _____

Please indicate days and times you will be available:

Availability	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							not open
Afternoon							
Evening							

Please indicate the area(s) in which you are interested in completing an internship:

(internships in each section are not guaranteed)

☐ Curation ☐ Special Event Coordination ☐ Marketing/Community Engagement
☐ Research/Writing ☐ Children's/Youth Programming ☐ Education (General)
☐ NCMOH Associates Fundraising/Special Events ☐ Collections

MISCELLANEOUS INFORMATION

Do you have previous volunteer or work experience? ☐ No ☐ Yes

If yes, please list dates, institution and responsibilities: _____

REFERENCES (all applicants must submit at least 2 professional references to be considered):

1. Name _____ Title/Position _____

Employer _____ Relationship to applicant _____

Email _____ Day phone _____

2. . Name _____ Title/Position _____

Employer _____ Relationship to applicant _____

Email _____ Day phone _____

Requirements:

- Undergraduate applicants must have at least a 2.8 GPA on a 4.0 scale.
- Graduate students must have at least a 3.0 GPA on a 4.0 scale.
- Undergraduate applicants must have completed their first year of college before beginning an internship.
- Applicant must submit completed internship application, cover letter, resume, and unofficial transcripts for all colleges/universities attended to be considered for a museum internship.
- ***All applicants must be currently enrolled in a degree program at an accredited college or university.***

General Timetable

<i>Internship period</i>	<i>deadline for student applications</i>	<i>staff review applications and set up interviews</i>	<i>staff select candidate and send acceptance letter</i>	<i>student begins internship</i>
<i>Spring Semester</i>	November 1	November 15	2-3 weeks after interview	January
<i>Summer</i>	March 1	March 15	2-3 weeks after interview	May
<i>Fall Semester</i>	July 1	July 15	2-3 weeks after interview	August/ September

Please return completed applications and supporting documents to:

*Kathy Gleditsch, North Carolina Museum of History, 4650 Mail Service Center, Raleigh, NC 27699-4650
or email completed application and supporting documents to: Kathleen.Gleditsch@ncdcr.gov*